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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.Careers.ky.gov](http://www.Careers.ky.gov)

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**July 31, 2015**

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**CORRECTIONAL INDUSTRIES PRODUCTION COORDINATOR—(Fayette County—Blackburn Correctional Complex / Kentucky Correctional Industries)—Grade 12—(\$2427.44 - \$3215.72) MIN. REQUIREMENTS:** High School graduate. Must have 2 years of specific trade(s) experience in welding, metalworking, woodworking, sewing machine operating, sign making, graphic arts, offset, photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstering, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, 2-way radio repair, or data entry work, plus one year experience in the supervision of employees in any field. Additional education in one of the above fields will substitute for 1 year of the specific trades experience on a year-for-year basis.

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**CORRECTIONAL INDUSTRIES PRODUCTION COORDINATOR—(Oldham County – Luther Luckett Correctional Complex / Kentucky Correctional Industries)—Grade 12—(\$2427.44 - \$3215.72) MIN. REQUIREMENTS:** High School graduate. Must have 2 years of specific trade(s) experience in welding, metalworking, woodworking, sewing machine operating, sign making, graphic arts, offset, photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstering, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, 2-way radio repair, or data entry work, plus one year experience in the supervision of employees in any field. Additional education in one of the above fields will substitute for 1 year of the specific trades experience on a year-for-year basis.

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**CORRECTIONAL FARM CREW LEADER—THREE Positions— (Oldham County—Roederer Correctional Complex)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS:** High school graduate. Must have one year of agricultural experience. Additional education or training in agriculture will substitute for the experience on a year for year basis. Must be 21 years of age.

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**CORRECTIONS PROGRAM ADMINISTRATOR—(Oldham County – Kentucky State Reformatory)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 4 years of professional experience in corrections, juvenile justice, criminal justice, law enforcement, recreation, academic or vocational education, health services or education, dietary or food management, construction project management, social work dealing with the rehabilitation of the offender or related field. A master's degree will substitute for 1 year of the required experience.

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**DEPUTY WARDEN—TWO Positions— (Lyon County – Western Kentucky Correctional Complex)—Grade 17—(\$3908.94 - \$5178.72) MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 4 years of administrative experience in corrections or law enforcement and 2 years of experience in the supervision of employees. A master's degree will substitute for 1 year of the correctional admin or related experience. Additional admin experience in corrections, law enforcement or a related field will substitute for the education on a year-for-year basis.

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**JUSTICE CABINET  
DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
(continued)**

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August 5, 2015

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**H R SPECIALIST II—(Lyon County – Western Kentucky Correctional Complex)—Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 1 year of professional experience in personnel programs, business administration, public administration, research, statistics or a related field. Additional professional experience in the above fields will substitute for the required education on a year-for-year basis.

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**OFFICE SUPPORT ASSISTANT II- (Campbell County – Probation and Parole) Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**PROBATION AND PAROLE INVESTIGATOR-(Bullitt County – Probation and Parole) GRADE: 12 - \$2427.44 - \$3215.72 MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

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**PROBATION AND PAROLE INVESTIGATOR-(Jefferson County – Probation and Parole) GRADE: 12 - \$2427.44 - \$3215.72 MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

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**PROBATION AND PAROLE INVESTIGATOR-(Montgomery County – Probation and Parole) GRADE: 12 - \$2427.44 - \$3215.72 MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

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**PROBATION AND PAROLE INVESTIGATOR-(Pulaski County – Probation and Parole) GRADE: 12 - \$2427.44 - \$3215.72 MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

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**PROBATION AND PAROLE OFFICER - (Madison County – Probation and Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER - (Pulaski County – Probation and Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PURCHASING OFFICER III—(Franklin County – Kentucky Correctional Industries / Central Office)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in business, marketing or a related field. Must have three years of purchasing officer experience. Experience as a purchasing clerk or at a higher level in the purchasing field will substitute for the required college on a year for year basis. Certification with the National Institute of Governmental Purchasing as a Certified Professional Public Buyer (CPPB) will substitute for one year of the college requirement OR certification as a Certified Public Purchasing Officer (CPPO) will substitute for two years of the college requirement.

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**Recurring Positions:**

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$2200 - \$2,416.22)**

**MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**